



CITY OF FORT WORTH

Date: 06/10/2010 Addendum: #05 Due Date: 6/17/2010

**RFP No. 10-0364
for
Oracle PeopleSoft Financial and
Supply Chain Management Software and
Oracle Hyperion Budget Preparation Software
Implementation Services**

NOTE THE FOLLOWING CHANGE(S) TO THE REFERENCED REQUEST FOR PROPOSALS

1. Appendix A – Inventory of City Systems with Administrative Component

Replace the original Appendix A with the Appendix A in this addendum.
Changes were made to better align column information.

All other terms and conditions remain the same.

ACKNOWLEDGMENT

By the signatures affixed below, Addendum No. 05 is hereby incorporated into and made part of the above referenced Request for Proposals (RFP).

Receipt Acknowledged By:

Company Name

Authorized Signature

Date

NOTE: Company name and signature must be the same as on the original RFP. Return one (1) original to the Purchasing Division, City of Fort Worth, Texas prior to submittal or with your sealed Request for Proposal. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

A - INVENTORY OF CITY SYSTEMS WITH ADMINISTRATIVE COMPONENT

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
MARS	All	The General Ledger (GL) system used by the City is the GEAC E-series for Government. The financial system is supplemented with auxiliary applications to separate and alleviate critical processes (i.e., the purchasing/payment functions have been moved to a client/server application that feeds financial transactions to GEAC's General Ledger). The General Ledger system is required to produce financial statements in conformity with Generally Accepted Accounting Principles (GAAP), guidelines set forth in the AICPA (American Institute of Certified Public Accountants) Industry Audit Guide Audits of State and Local Governmental Units, and GFOA's (Government Financial Officers Association) publication Governmental Accounting, Auditing and Financial Reporting (Using the GASB 34 Model). The system conforms to all Governmental Accounting Standards Board or Financial Accounting Standards Board pronouncements applicable to local governments.	NO	YES
City-Wide Billing	All	City-Wide Billing generates hard copy invoices that can be sent to customers and also provides a mechanism to receive payment for the invoice. There is some interface integration to MARS, such as the Tax Revenue Interface.	NO	YES
Firehouse	Fire	Used to record Commercial Inspections, Fire Reports, False Alarms, Inspections and Permits Users can attach files for supporting documentation. Serves as the system of records for addresses, buildings, Hazmat, pre-fire planning and other functions. Also, captures Customer Invoices and Payments for Commercial Fire Inspections, Permits, and False Alarms.	YES	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Permits Plus	Fire; Planning and Development	<p>Planning and Development: Used to issue permits for construction, remodels, prevention, etc. Process Receipts and generate a manual RDD at the end of the day. Can issue monthly statements to customers. Also used to identify customers with bad performance.</p> <p>Fire: Issue permits for sprinklers, alarms, underground storage tanks and other construction related permits. Currently record a manual deposit based on reports. The volume of transaction is approximately 50 per month.</p>	YES for Planning and Development, not for Fire	NO
E-Overtime	Fire	Records requests for overtime and actual overtime worked. Also records additional chain of command approvals beyond those required by ERP Phase One. Bills business for overtime services and salary reimbursements for Fire Marshall support receipting and matching functionality.	NO	NO
Mobile Fueling Access Database	Fire	Used once a year to send out statements (notices of renewals) and to receipt payments. The permits themselves are issued at another location. The end of day process is supported by a manual RDD.	NO	NO
Lease Management System (LMS)	Aviation	Aviation uses the Lease Management System (LMS) that was developed by IT to track leases for hangar space and other types of rent. It captures contracts, payment terms and other revenue contract related information that supports management of aviation lease space. The system also allows Aviation to process credit cards receipts as method of payment.	YES	NO
Environmental Management Participating Cities Access Database	Environmental Management	Used to generate quarterly bills to cities that participate in Hazardous Waste collections and disposal. Input is captured from manually completed hard copy forms.	NO	YES
ITSM	Environmental Management; Information Technology Solutions (ITS)	The ITSM system is used to track work orders and bill customers not in the water utility billing system for miscellaneous bills, such as bulk items that have to be hauled away from a professional.	YES	NO

Request for Proposals 10-0364

Oracle PeopleSoft Financial and Supply Chain Management Software and Oracle Hyperion Budget Preparation Software Implementation Services

RFP 10-0364 Addendum Five

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FASTER	All	Handles Fleet and Equipment Management and is used to create Interdepartmental Billing. Additionally, custom functionality is being built into FASTER to support capturing auction proceeds as vehicles are retired.	YES	NO
OPW	Equipment Services	One of several standalone databases used by ESD to track fuel consumption for eventual billing.	NO	NO
Megatronix	Equipment Services	One of several standalone databases used by ESD to track fuel consumption for eventual billing.	NO	NO
Fuel Man	Equipment Services	External system that provides fuel consumption and purchases from privately owned gas stations to ESD Fuel Warehouse.	NO	NO
ESD Fuel Warehouse	Equipment Services	SQL Server database built and maintained by ITS as a staging area for tracking fuel consumption for eventual billing through FASTER.	YES	NO
Event Based Management System (EBMS)	Public Events / Parks & Community Services (PACS)	Public Events uses Event Based Management System (EBMS) software as their main management tool. It is an Unger Bock product. It is used to book events, track customers, assign resources (equipment and personnel), manage rooms, and track miscellaneous customer charges (such as internet connectivity). This application is also shared with the Omni Hotel for planning events.	YES	NO
M/WBE Vendor Database	All	Used to hold the official list of M/WBE certified vendors as well as the SIC codes for those vendors. This is in addition to the commodity registrations for those same vendors that are maintained in BSO. The database also keeps track of payments to sub-vendors.	YES	NO
Cold Fusion	Police; Water / Waste Water	Used to support budget re-estimates.	NO	YES
Sweeps	Code Compliance	The data management software used to perform most daily tasks. It is used for tracking daily activity such as inspections reporting, maintaining master file records, generating reports, creating accounts receivable bills, permitting, tracking complaints and code enforcement, and tracking card inspections.	YES	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Code Ops	Code Compliance	Used for mowing violations where a complaint is filed, an officer reviews the complaint and will authorize a certified letter be sent the property owners. There are approximately 13-15,000 letters sent each year. If there is no action in the prescribed time then a work order is issued for a contractor to mow the property. The contractor is required to take before and after photos and upload to the system. An officer makes a site visit and records results. Once back to the office the report is turned over to administrative personnel and entered in the system. This then initiates two (2) actions: 1) authorizes payment to the contractor, and 2) initiates a bill and fine to the property owner. If not paid within 30 days a lien is placed on the property.	YES	NO
Northridge Loan System	Housing and Economic Development	This is utilized by Housing and Grant Accounting. This software helps the City track, manage and service their loans made for improvements to low income households.	YES	NO
Encompass	Housing and Economic Development	This is utilized by Housing and Grant Accounting. It is for loan origination and closing.	YES	NO
IDIS (HUD) Integrated Disbursement Information System	Housing and Economic Development	The HUD online reporting software through which grant reimbursements are requested.	YES	NO

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
CourtView	Municipal Court, Legal, Police, Code Compliance, Fire	Fully integrated document management, imaging, and cash management system. Provides retrieval, maintenance, tracking, and storage of municipal court documents. Note: This system is scheduled to be replaced in 2 - 3 years. The current interfaces are: Check processing Interface (creates checks payable entries for Finance and Accounting) which is transmitted nightly via the Maximus RAM server/API Manager. The volume ranges from 500 - 1200. The complexity level is low/med. The GL Interface (creates General Ledger entries for Finance and Accounting) is transmitted nightly via the Maximus RAM server/API Manager. The volume ranges from 1 to 100. The complexity level is low/med. Note: The financials for Collection Agency payments and Western Union payments are entered into the system manually and will not require an interface. In addition, the user department for the financial model is solely Municipal Court, with Financial Management Services (FMS) processing the interfaced transmitted financial data.	YES	NO
ACCELA by Velocity Hall	Planning & Development; the public	Public interface for Permits Plus - some of the information is placed in Permits Plus, the rest goes through Paymentech.	NO	NO
Department of Engineering (DOE) Master Database	Transportation & Public Works is the owner and primary user, Program Management Office (PMO), Water, Aviation, PACS view only users.	DOE Master serves as a project tracking system. This is due for phase out with full implementation of CPMS. It has an Access front end with an SQL backend. All time and attendance data is captured in this system, almost all TPW employees have access to a computer for input (several in Survey were identified as requiring input from an admin.). Engineering Payroll is part of the DOE Master to charge to various projects requesting PI19 services using employee salaries, multiplier rates (depending on contractual obligation per project), hours/overtime hours of service per project, mileage per project, misc. charges not through the City numbering system that are project reimbursable, all information is grouped and submitted by MARS weekending structure per pay period	NO	YES

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Maximo	Water / Waste Water	Field Operations work orders and warehouse inventory. Produces the Water Field Ops Interface which provides an extract file of all the Field Ops Warehouse inventory Issue, Transfer and Return transactions made in Maximo for posting into the MARS system	YES	NO
Sungard PS Utility Billing Account Management	Water / Waste Water	Utility billing account management. There are 220,000 accounts processed monthly. This application interfaces revenue information to the General Ledger.	YES	NO
Click2Gov H2Online	Water / Waste Water	Provides account information and accepts payments via the Internet	NO	NO
Selection IVR for Utility Billing	Water / Waste Water	Provides account information and accepts payments by phone	NO	NO
Budget Reporting and Salary System (BRASS)	All	Brass, a commercial off-the-shelf program from CGI-AMS, is the City's budgeting system. This stand alone client/server based system was installed in 2001 as a way to improve the City's annual budget process. Brass is managed by the Budget and Management Services Department. The system is interfaced with the MARS GEAC system to provide transaction data and Genesys (HRIS) to provide Human Resources Position Control to produce the annual City budget.	NO	YES
QMF	All	Query and Reporting tool used by the City to access MARS financial data. Also used to support several standard interfaces to departmental and central systems, such as payroll expenditure detail to the Capital Project Management System.	NO	NO
Mobius	All	Facility used for on-line report distribution. Snapshots are run of reports as part of the period-end close and made available to departments via Mobius.	NO	YES
Capital Project Management System / Unifier	All	Used to track project management and cost accounting information for capital projects.	YES	YES (Phase Three)
BuySpeed On-line	All	The City's Procurement system. Functions include: Requisitioning, Creating Purchase Orders, Contracts, Releases, Receipts, Invoicing and Matching. Transactions are work-flow enabled to capture on-line approvals.	NO	YES

RFP 10-0364 Addendum Five

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AJ Database	Financial Management Services	Stand-alone Access Database used to capture year-end adjustments and reclassification. Currently provides an interface to MARS for year end close journals.	NO	YES
Cell Phone Interface	Financial Management Services; Information Technology Solutions	ITS Cell Phone billings for all departments. The information comes from the web portal at HawkFtWorth.com. It comes in .csv format and sent to the Mainframe in .txt format at Month-End.	YES	NO
Class Program	Parks & Community Services	Class is a software program that is used at 19 Community Centers, Haws Athletic Center, Bertha Collins Sports Center, and the Park Reservations Office to sell memberships, reserve facilities, fields and pavilions, and register for programs, activities and events. It is a large database that is on one of the enterprise servers that IT maintains. PACS also has a credit card processing through a Payment Server that IT maintains. There are 2 interfaces (GL Export and Refund Export). The GL Export is done monthly. A report is run in Class and put it in a text file. This text file is emailed to Financial Systems Administration. They import it into the cities financial system. All the money is deposited into one clearing account, but the export distributes the funds according to the designated FAC. The Refund Export is done weekly. A report is run in Class and put it in a text file. This text file is emailed to Financial Systems Administration. They import it into the cities financial system. Refund checks are then cut to customers.	YES	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
PaymentNet (JPMChase)	Financial Management Services	The interface is for posting of Procurement Card transactions from the PaymentNet System to our General Ledger. The transactions data is pulled directly from the JP Morgan Chase Bank on-line PaymentNet System. It is pulled by a mapper program within the Bank's software PaymentNet System. The selection of transactions is in date Cycles. Consisting of 13 day intervals. (Example: 01/04-01/17/2010). Once all transactions for the appropriate Cycle period are completed in PaymentNet by the Cardholders and Coordinators for each area the mapper is then processed within the PaymentNet system. The information is put in the standard interface format and an edit is run through IT to verify that the expenditure coding information for each transaction is valid in General Ledger. The interface file is done in Batch. (All transactions for the given Cycle file date range). Error corrections, if any, are completed manually to the interface file - from information received from the appropriate Coordinator.	YES	NO
IPM-in-house access database	Financial Management Services	Stand alone access database that is used to distribute expenditures on a percentage basis to capital projects from a default expenditure account distribution.	NO	YES
Information Services ISSB Database	Information Technology Solutions	Tracks internal services provided by Information Technology Solutions to other departments. This serves as the source for ITS service charges.	YES	NO
JV Database	Financial Management Services	Stand-alone Access Database used to capture daily journal entries in Financial Management Services. Interfaces daily to the General Ledger.	NO	YES
Data Source: Nextel Interface	Information Technology Solutions	The Nextel interface is for the few cell phones/blackberries that must stay on the Sprint/Nextel network to communicate with the Federal government. The Sprint/Nextel interface is generated from a CD every month that is mailed to us from Sprint/Nextel.	YES	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Data Source: Oil and Gas Revenue	Planning & Development	The Gas Lease Office processes revenue two ways: 1. Once-a-month revenue is received by wire (EFT) from JPMorganChase. This revenue is processed by interface. The two main sources of the revenue are bonuses from leases of City-owned property or royalties from units that include leased City-owned properties. 2. Intermittently the department received checks. These are processed by RDD.	YES	NO
Office Services Custom Database	Financial Management Services	Billing Tickets are entered throughout the month in a stand alone system (DBASEIV). At the end of the month the billing program compiles the billing information, assigns invoice numbers and creates four text files. One file is for the print shop (RP), one for graphics (GR), one for mail room center numbers (OS), and one for mailroom grant numbers (OS). The text files are interfaced into the General Ledger.	YES	NO
USA Mobility Pagers Database	Information Technology Solutions	The pagers interface is the interface we use to bill the City's pager. USA Mobility is the vendor for Pagers. A database is maintained with the current active equipment. The current invoice is downloaded from USA Mobility's website. The invoice is imported into the database. Any discrepancies are logged in error reports that may or may not be disputed with the vendor. Once the errors or discrepancies are resolved charges are posted to the General Ledger through an interface.	YES	NO
Redlight Safety Application	Transportation & Public Works	The administration of the Redlight violations is hosted by ATS - an external entity. There are two interfaces from this application. Lock Box are payments received through ATS (vendor) that are either mailed, paid online or via phone to the vendor and then transmitted to the City. The City also accepts payments in person at the Treasury and this information is interfaced in a separate file.	YES	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Data Source: Gas and/or Electric Interface	Financial Management Services	The Gas Interface is run twice a month and the Electrical Interface is done several times a month. Regarding the Gas Interface, accounting enters bill information into an excel spreadsheet and properly formats the data and then runs a Macro to format for IT. Data for the Electrical Interface is sent to accounting by Bridgett Garrett but everything else is identical to the Gas Interface.	YES	NO
Verizon Custom Database	Information Technology Solutions	Verizon is the vendor for the City's wireless data cards. A database with the current active equipment is maintained. The current invoice is downloaded from the vendor's website. The invoice is imported into the database. Any discrepancies are logged in error reports that may or may not be disputed with the vendor. Once the errors or discrepancies are resolved, a request is made to have the job posted.	YES	NO
Data Source: Cable TV Interface	Financial Management Services	A spreadsheet with all the active cable outlets in the City of Fort Worth facilities is maintained. The spreadsheet contains the address and point of contact for each outlet. In addition, it contains the fund/account/center for each user. The total number of outlets on the spreadsheet is verified with the invoice the City receives from Charter Communications. After the verification process, both the invoice and spreadsheet is sent to Financial Systems Management to process.	YES	NO
Oracle Primavera P6 Professional	PMO: admin and user, TPW, Water	To serve scheduling and reporting purposes for capital projects. Uses SQL server as the data backend which are located in the City's SQL Server Farm.	TBD (Phase Three)	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
Project Dashboard	PMO: admin and user, TPW, Water, Aviation, PACS, ITS, City Manager's Office (CMO), City Council	To provide timely project or program scheduling and financial information and tools specifically designed for types of users to address their need of project or program related information. Could be a interface candidate possibly as a linked into application. Project Dashboards are hosted on a City Server. Not currently being slated for replacement. This is currently 'Best of Breed' technology. No known sources of conversion. Source of the information; Primavera Server (live data), user input (calendars, notices, etc.) and uploads (MS-Word, MS-Excel, pdf, etc.).	TBD (Phase Three)	NO
Alarms Billing	Planning & Development	Alarms Billing is the monthly billing generated and mailed out to customers for false alarms monthly. Alarm bills are generated through the False Alarm Manager. The bill register provides a subtotal for each of the billing types and a grand total for billing. This is the only billing the Alarms Unit presently generates. Revocation letters for non-payment and for excessive false alarms as well as permit renewal letters are mailed out.	YES	NO
Inter-Departmental Billing	Financial Management Services	The IDB system is a mainframe online system which allows users to bill other departments for services. The user selects the revenue account and expense account to be charged, and the accounts are validated. The amount of the transaction, the effective date and general description of the transaction are also entered. Transactions are tracked by department, as a user is always assigned a two character code for their department which becomes part of the description. The transactions are extracted on a monthly basis and interfaced with MARS as all other interfaces.	NO	YES
Water Refund Check	Water / Waste Water	Sends all refund check information from water billing system. The Water Refund Checks are processed each Monday, end of month or as-needed through special runs. These are refund checks for any customer that has overpaid their account and requests a refund, any business that has overpaid or rented a meter for a construction site, or any customer that has a final bill.	YES	NO

Request for Proposals 10-0364

Oracle PeopleSoft Financial and Supply Chain Management Software and Oracle Hyperion Budget Preparation Software Implementation Services

RFP 10-0364 Addendum Five

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Buzzsaw	PMO: admin and user, TPW, Water, Aviation, PACS, ITS, CMO, City Council, public, consulting architects, engineers, etc., contractors and other project related businesses	An on-demand collaborative project management solution that is being used by CFW to centralize project design and construction-related documents, simplify communication, and streamline collaboration so to successfully execute projects based on timely decision and accurate information. Also used for secured online bid proposal submittal. Could be interfaced possibly as a linked into application, Buzzsaw is a software as a service provided application hosted by Autodesk. Not currently being slated for replacement. This product is specifically designed for and has supporting tools available for infrastructure project related collaboration. No viable source for conversion. Source of the information: Documents (MS-Word, MS-Excel, pdf, etc.), drawings (CAD files – dwg, dwf, dgn, pdf, etc.), pictures, videos, etc. created and uploaded by Project Team Members.	NO	Phase Two: NO Phase Three: TBD
eCouncil Packet	All	To automate the Mayor and Council Communication process (M&C).	YES	NO
QuickBooks	Housing and Economic Development	QuickBooks is used to record transactions for several component units of the City. Purchases and sales for Fort Worth City Construction Company are kept separate from City books. It has it's own bank account and payment is made from this bank account for purchases. The company is billing for construction services and mainly to another component unit of the city - the Fort Worth Housing Finance Corporation which pays and accounts for its payments through the City's General Ledger. QuickBooks is also used for the Fort Worth Sports Authority. This information is recorded annually in the City's ledger as part of the Comprehensive Annual Financial Report.	NO	NO
Construction Master	TPW owner and primary user, PMO, Water, Aviation, PACS view only users	In-house built application using MS Access front-end and SQL back-end. Serves as a construction tracking and payment system. Should not be considered as an interface candidate is due for phase out with implementation of CPMS.	NO	NO

RFP 10-0364 Addendum Five

Title	User Department(s)	Purpose	Interface Candidate	Replace Candidate
iTerminal / Chase Payment Tech	All	Paymentech is the City's credit card provider.	YES	NO
CAFR Database / Trial Balance Spreadsheet	Financial Management Services	Used at the end of Fiscal Year to complete the CAFR. Combines information from the Trial Balance with the AJ Database (used to capture reclassifications that do not post to the General Ledger) Maintains mapping information for funds and accounts for CAFR reporting purposes.	NO	YES
IT Asset Tracking	Fire	Used to maintain ITS assets, independently of ITS Inventory tracking, Maintains assignments and physical location of ITS equipment. Also used to reconcile to TIVOLI in ITS.	NO	YES
Fire Apparatus / Equipment Tracking	Fire	Development effort currently being scoped to replace Mainframe Equipment Services Inspection program. May need to be able to view receipts of relevant goods.	YES	NO
Radio Tracking Database	Fire	Used to maintain and track radios and other communication equipments.	YES	YES
STARS	FMS / Risk	Provide for the automation of claims operations and insurance policy management	YES	NO
ACH	FMS	Reconciliation process with Chase Bank	YES	NO
Positive Pay	FMS	Reconciliation process with Chase Bank	YES	NO
Fire Supply	Fire	Used to maintain and issue inventories for commissary items, uniforms, station equipment, and other inventoried items. Current Interface with MARS.	NO	YES